**Report Instructions**

I-JOBS Road Funding Reporting System

Version 2 – December 8, 2009

Note: Before you can use the I-JOBS road funding reporting system, you will first need to follow the steps outlined in the Sign-up Instructions.

**Summary of Reporting System Changes**

Several additional required data fields have been added to the reporting system. You will be prompted to add information for the new data fields before you can complete your report. The new data fields are described below:

- In the "Agency Projects" section the following new fields were added to the "Add/Edit Project" input box:
  - The name(s) of the fund(s) that a Local Agency used to supplement the I-JOBS funds, if any.
  - The street address of each vendor who worked on an I-JOBS project.
  - The date a contract was signed by a vendor or if no contract exists, when the vendor invoiced the Local Agency.

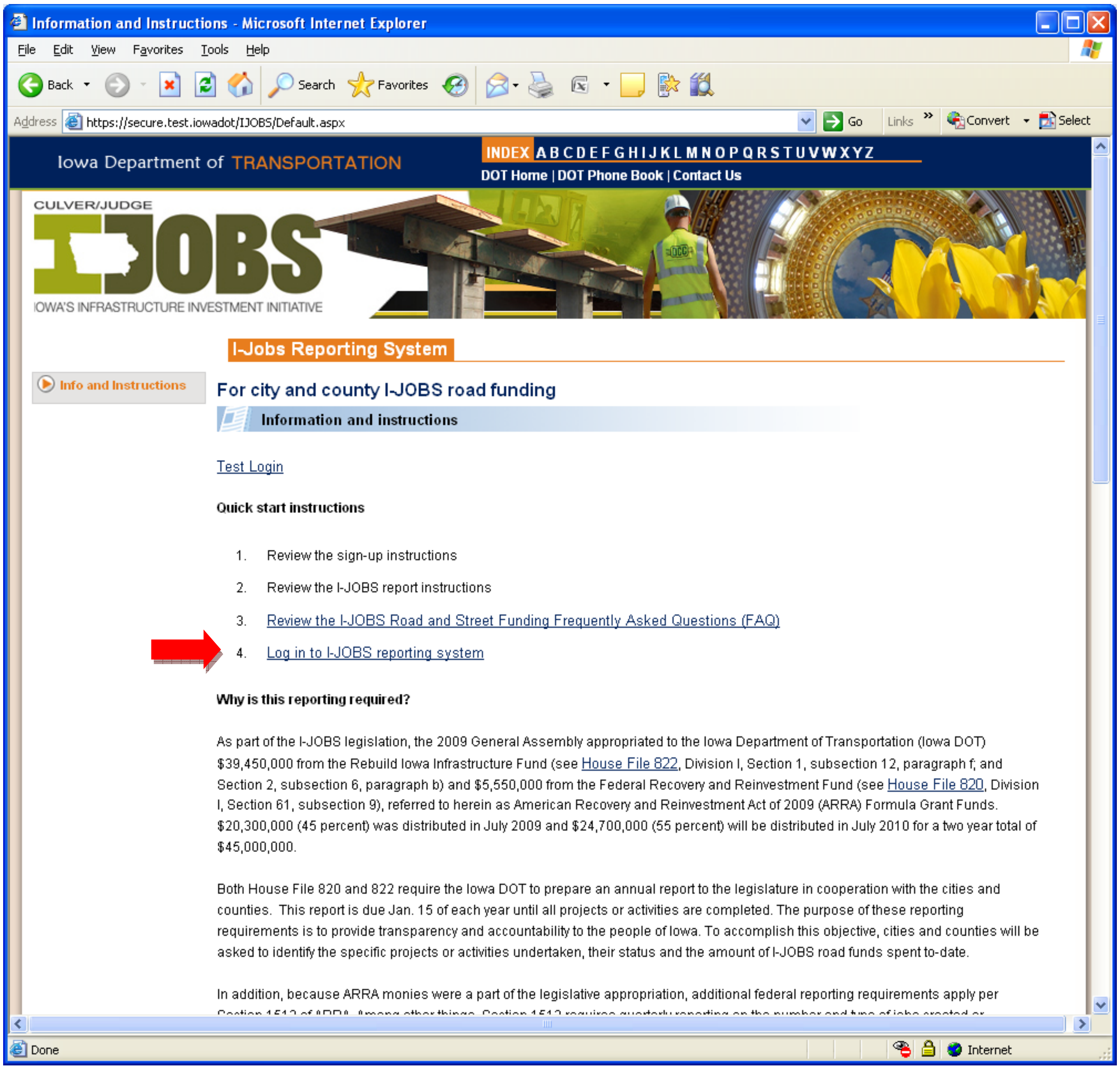
- In the "Agency Reports" section the following new fields were added to the "Project Vendor" input box:
  - Total contract amount for each vendor or if a contract was not signed, the final invoice amount.
  - Total hours worked for each vendor on a project.

The following instructions have been revised in accordance with these changes. Changes from Version 1 of the instructions are shown in yellow highlighted text.

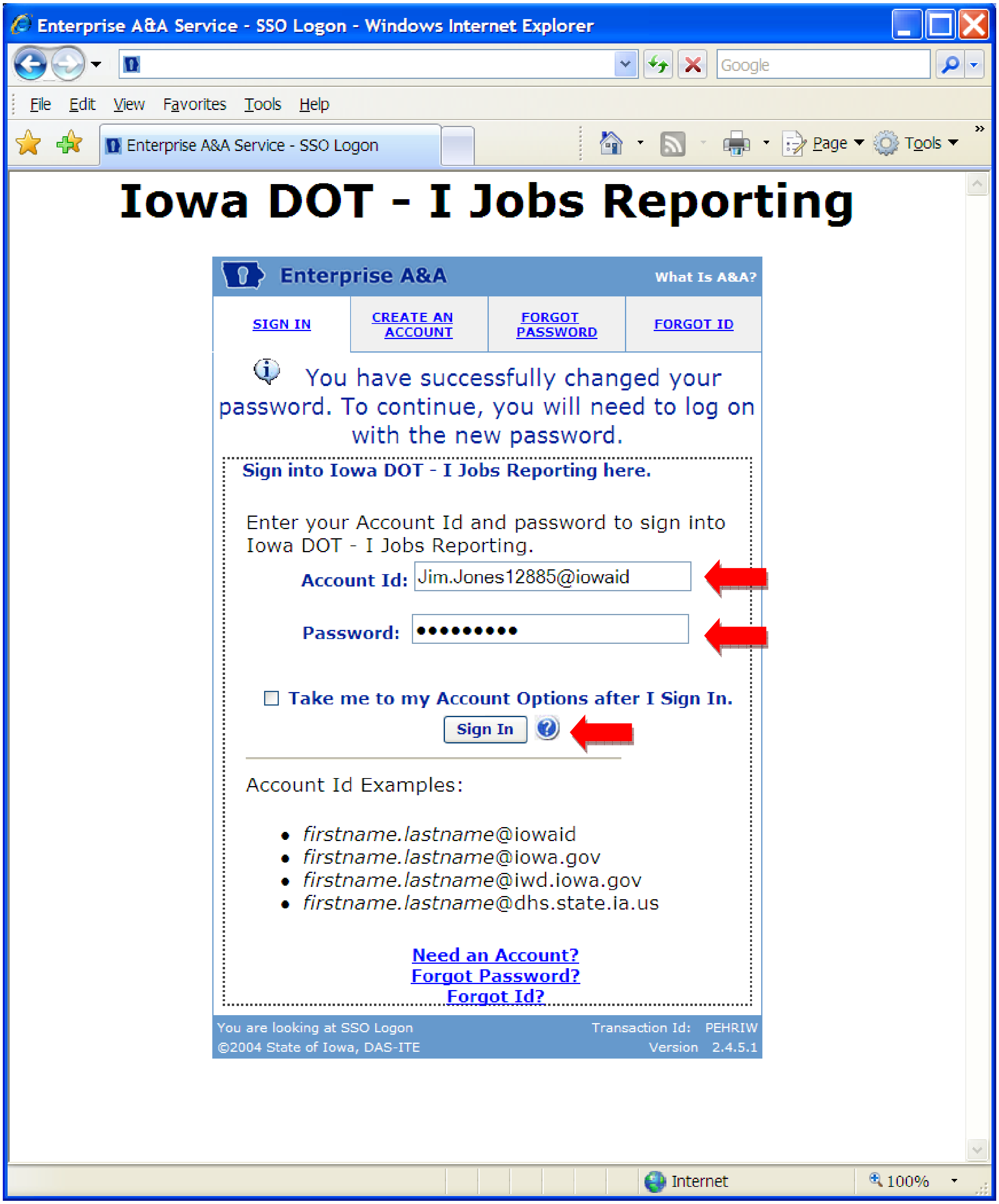
**Part 1 – User and agency association**

In this part, you will associate your Enterprise A&A ID with your agency's I-JOBS report information. You will only need to complete the steps in Part 1 the first time you log-in.

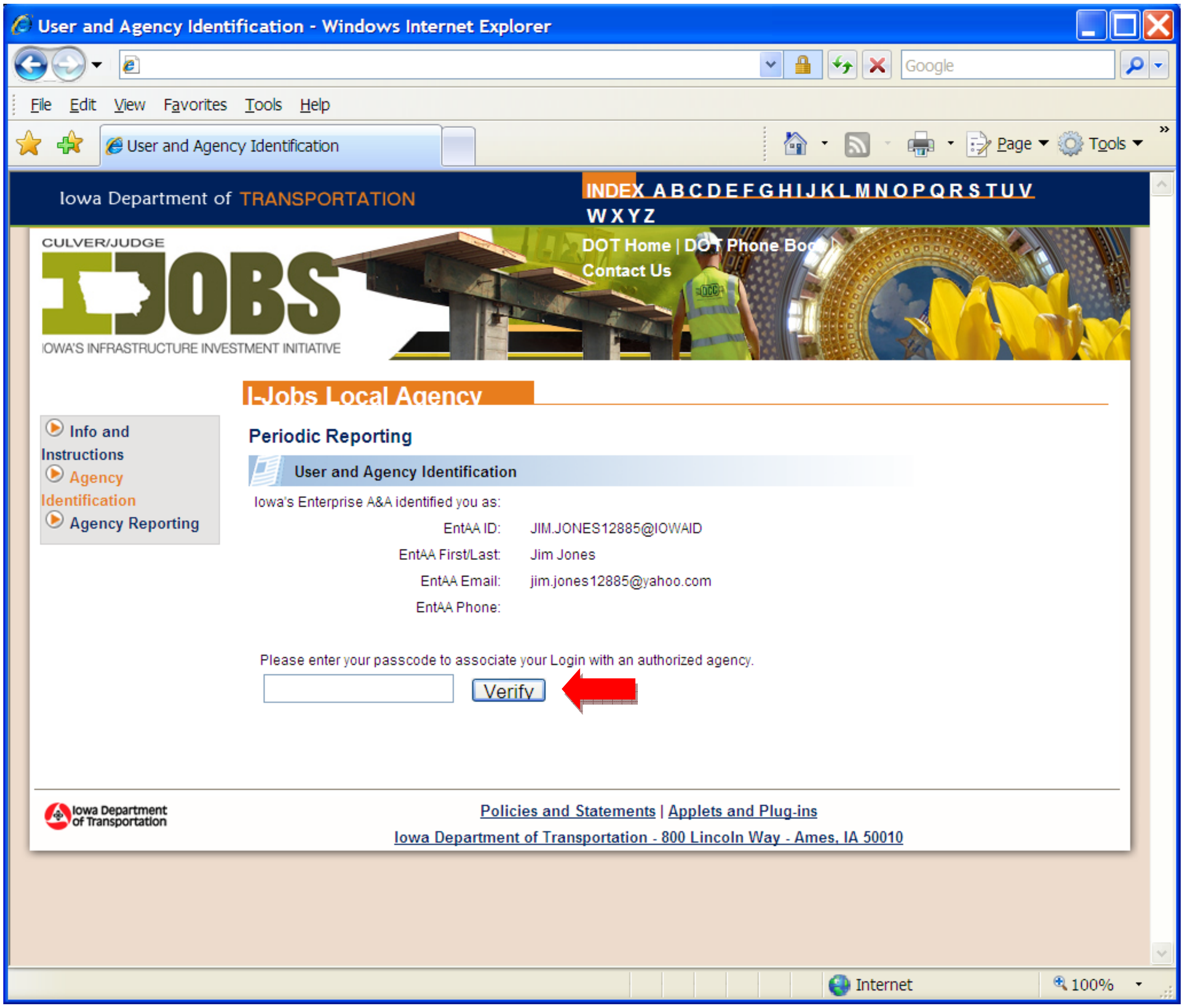
1. Click on https://secure.iowadot.gov/IJOBS/Default.aspx to open the I-JOBS Reporting Information and Instructions page. Then click on "Log in to I-JOBS reporting system, as shown below:



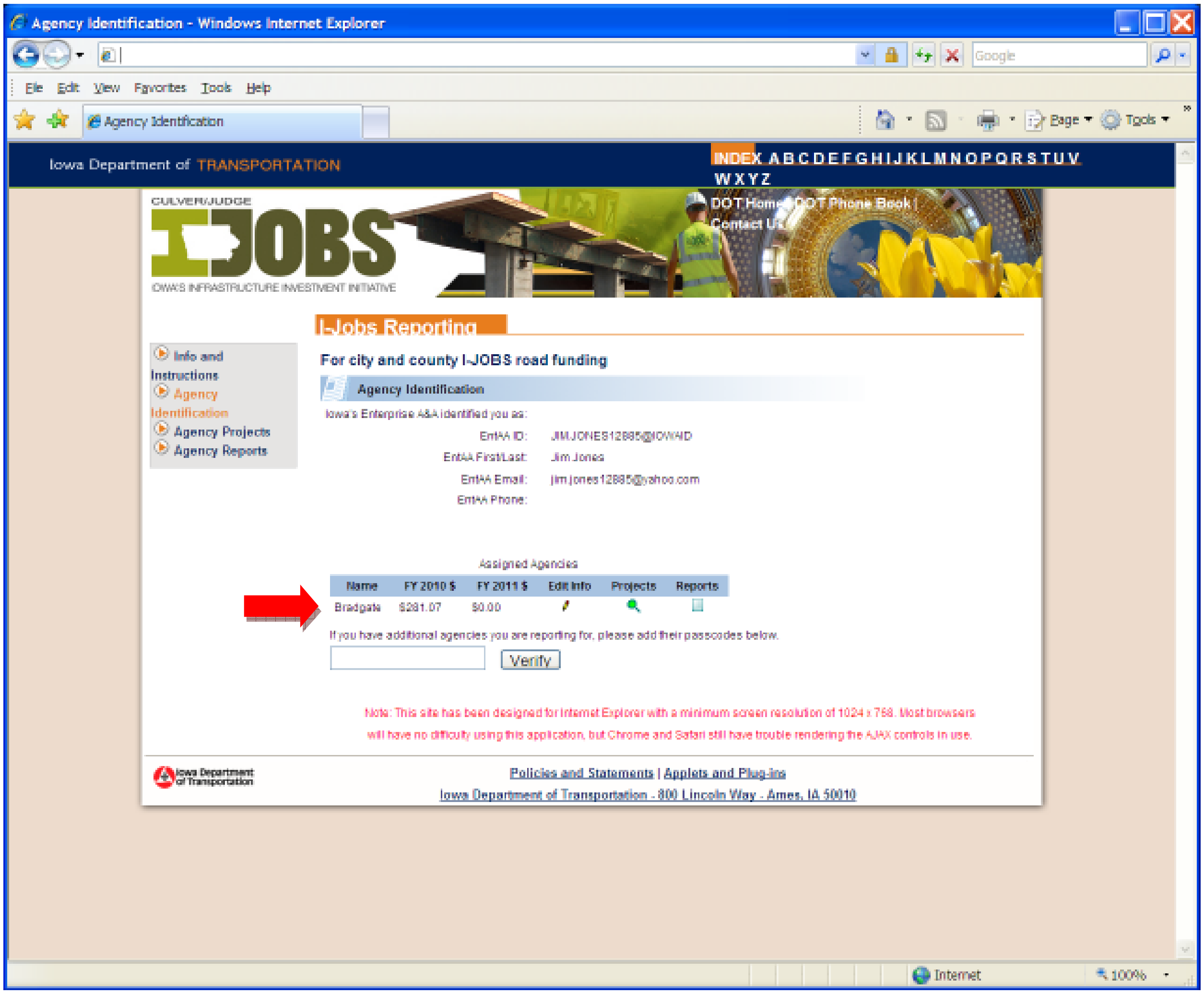
2. On the Enterprise A&A sign-in page, enter your Account ID and password and click on "Sign In", as shown below:



3. When you sign-in for the first time with your Enterprise A&A account, the Agency Identification page will appear, as shown below. In the space provided, enter your agency's pass code and click on "Verify".



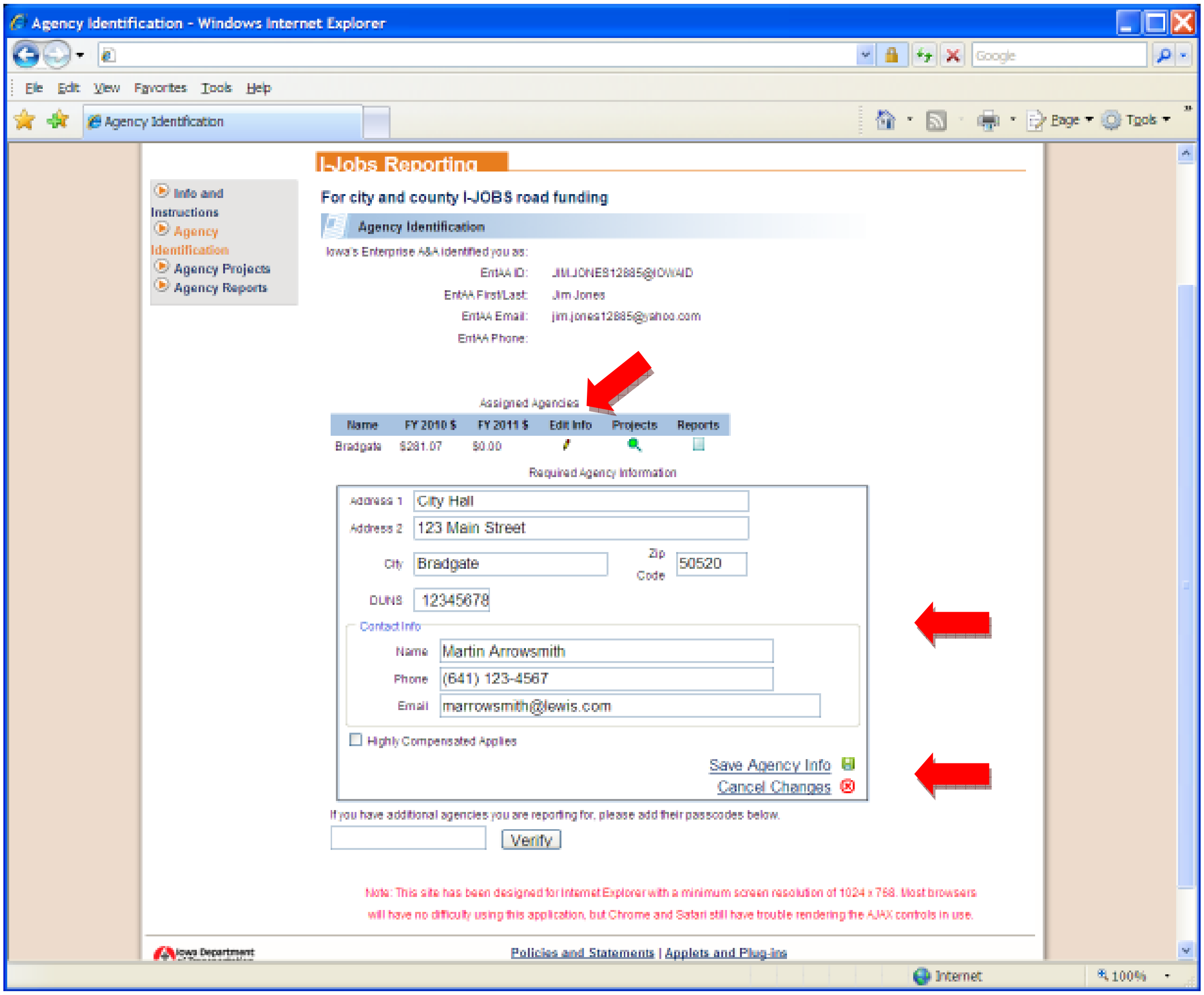
4. After your pass code is verified, the page will display your contact information near the top of the page and an “Assigned Agencies” table near the bottom of the page. Your agency’s name should appear in the table along with the I-JOBS funds provided to-date. FY 2011 I-JOBS funds will appear as $0.00 until the FY 2011 I-JOBS distribution is made in July 2010.



## Part 2 – Entering and editing agency information

In this part, you will enter and edit information for your agency. You should only need to complete these steps once, unless your contact or agency information changes.

1. Enter your agency's information by clicking on the yellow pencil icon in the "Assigned Agencies" table. The page will expand to show the required agency information, as shown below.



2. Complete the required agency information as described below. When you are finished, click the "Save Agency Info" link next to the green floppy disk icon to save your changes. If you want to quit without saving your changes, click on the "Cancel Changes" link next to the circle with the red X in it.

   Address, city, and zip code: Enter the address of your agency's physical location, such as City Hall or the Court House. The address should have a street number and name in it, similar to an E-911 address. **Do not enter a post office box**.

   DUNS: Enter the DUNS number used for your agency in the Central Contractor Registration (CCR) database. If your agency received less than $25,000 in ARRA funds in your I-JOBS distribution, you do not need to report a DUNS number.

   Contact Info: Enter the name, phone, and e-mail of the person who can be contacted if there are questions about the projects or activities being undertaken with I-JOBS funds. This may or may not be the person completing this report.

   Highly Compensated Applies: Check the box only if both of the following conditions apply:
   1. Your agency received more than $25,000,000 in federal funds during the past federal fiscal year; and
   2. the amount of federal funds received was more than 80% of your agency's gross annual revenues.

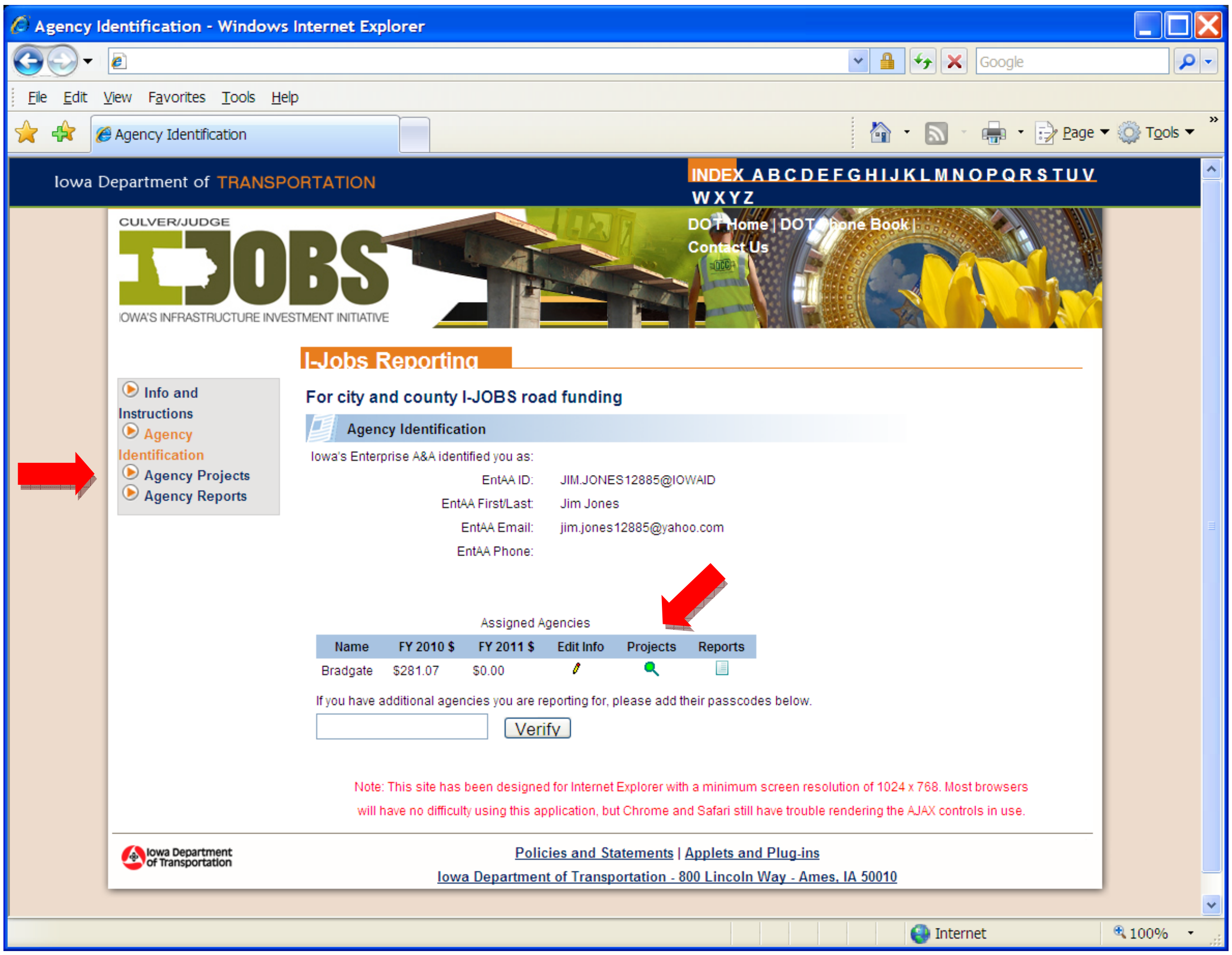
   **Note**: If you believe your agency meets both of these conditions please contact John Dostart at 515-239-1291 or john.dostart@dot.iowa.gov for additional instructions.

3. If you are reporting for more than one agency, you may enter additional pass codes as needed. After clicking on "Verify" for each additional pass code, the appropriate agency name and amount of I-JOBS funds received to-date will be displayed in the "Assigned Agencies" table.

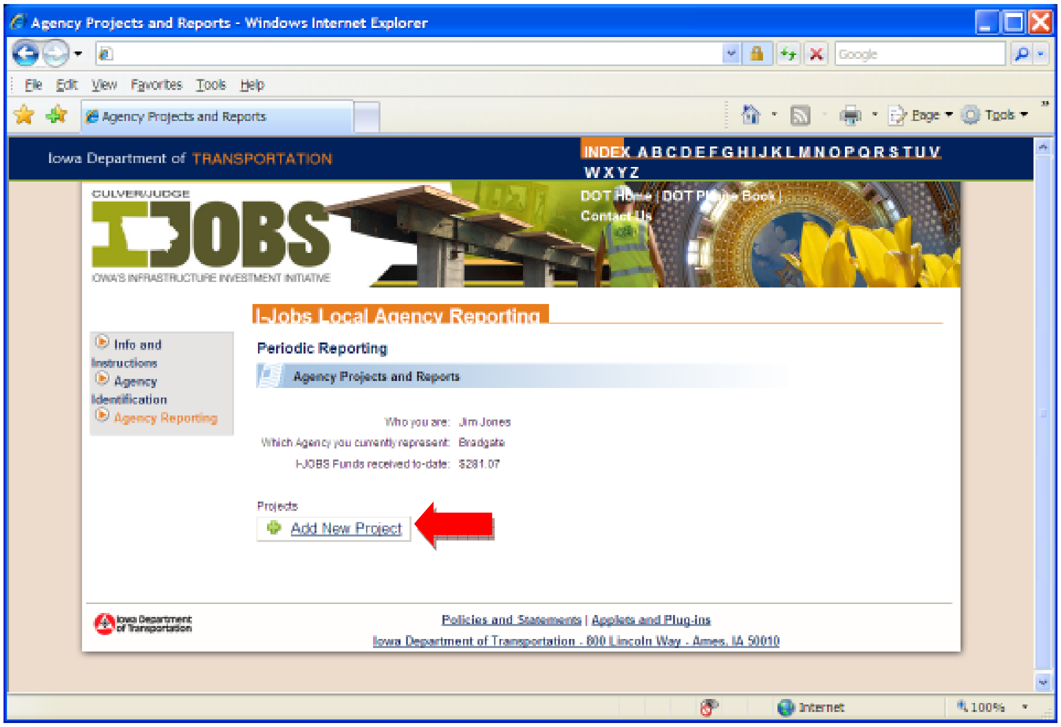
**Part 3 – Entering project or activity information**

In this part, you will enter information that describes the projects or activities that your agency has spent or plans to spend I-JOBS funds on. You should only have to enter this information at the beginning of the project and update it at the end of the project, unless you change or modify the projects or activities that are planned for I-JOBS funds.

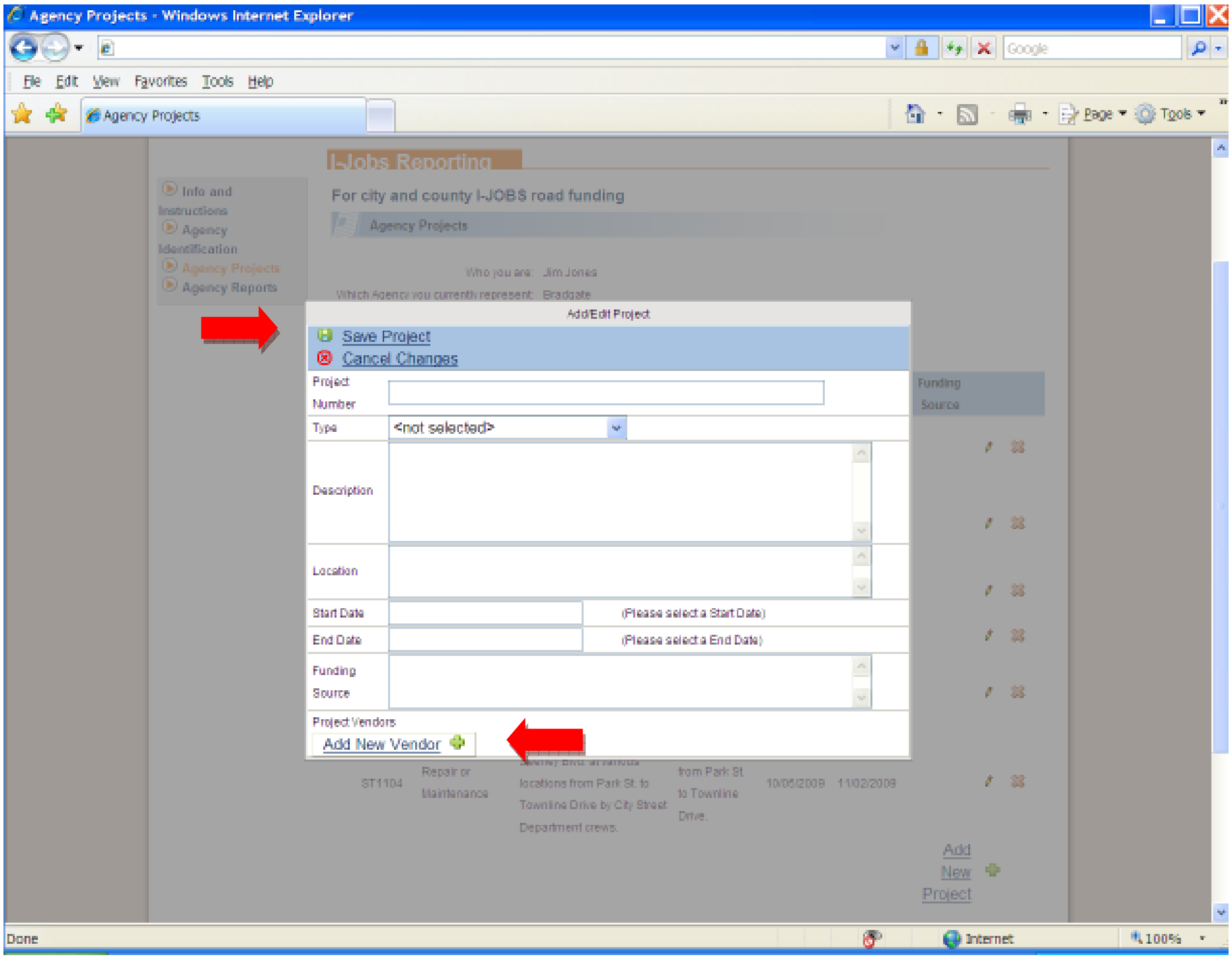
1. From the Agency Identification page, click on the green magnifying glass in the "Assigned Agencies" table near the bottom of the page. You may also click on "Agency Projects" in the gray navigation menu on the left side of the web-page. The gray navigation menu is available on all pages of the I-JOBS reporting system. If you are reporting for more than one agency and you need to switch to a different agency, return to this screen and select the agency you want to report on by clicking the applicable icon on the "Assigned Agencies" table.



2. After clicking on the green magnifying glass, the Agency Projects page will open, similar to the one shown below. To add a new project or activity, click on the green plus sign or "Add New Project" at the bottom of the Projects table.



3. This will cause the main window to become gray and will open a sub-window on top of the main window. The sub-window will have several new fields under the “Add / Edit Project” heading, as shown below:



4. Complete the project fields as follows:

   Project Number: Enter the number used or identification code by your agency for the project or activity. If your agency has not established a number for the project or activity, enter any unique number or identification code for each project or activity.

   Type: From the drop-down box, select one of the following general project or activity types that best fits the overall project or activity.

      New construction, reconstruction, repair, and maintenance: Select one of these options if the project involves physical improvements to roads or streets. Use the same definitions provided in the City Street Finance Report Instructions (for cities) or the County Annual Report Instructions (for counties).

      Design or Planning Services: Select this option if the I-JOBS funds were used to hire a consultant to perform design or planning services that directly contribute to the construction, reconstruction, repair or maintenance of streets or roads.

      Purchase of Equipment: Select this option if the I-JOBS funds were used to purchase equipment for use in construction, reconstruction, repair or maintenance of streets or roads.

      Purchase of Materials: Select this option if the I-JOBS funds were used to purchase materials for use in repair or maintenance of streets or roads.

   Description: For new construction, reconstruction, repair and maintenance projects, describe the specific type of work conducted; for example, "Asphalt resurfacing". For design or planning services, describe the services performed; for example, "12th street reconstruction design services". For purchases of equipment, provide the year, make and model of equipment purchased; for example, "2008 Ford F-150 Pickup". For purchase of materials, list the specific type and amount of materials purchased; for example, "50 tons of salt".

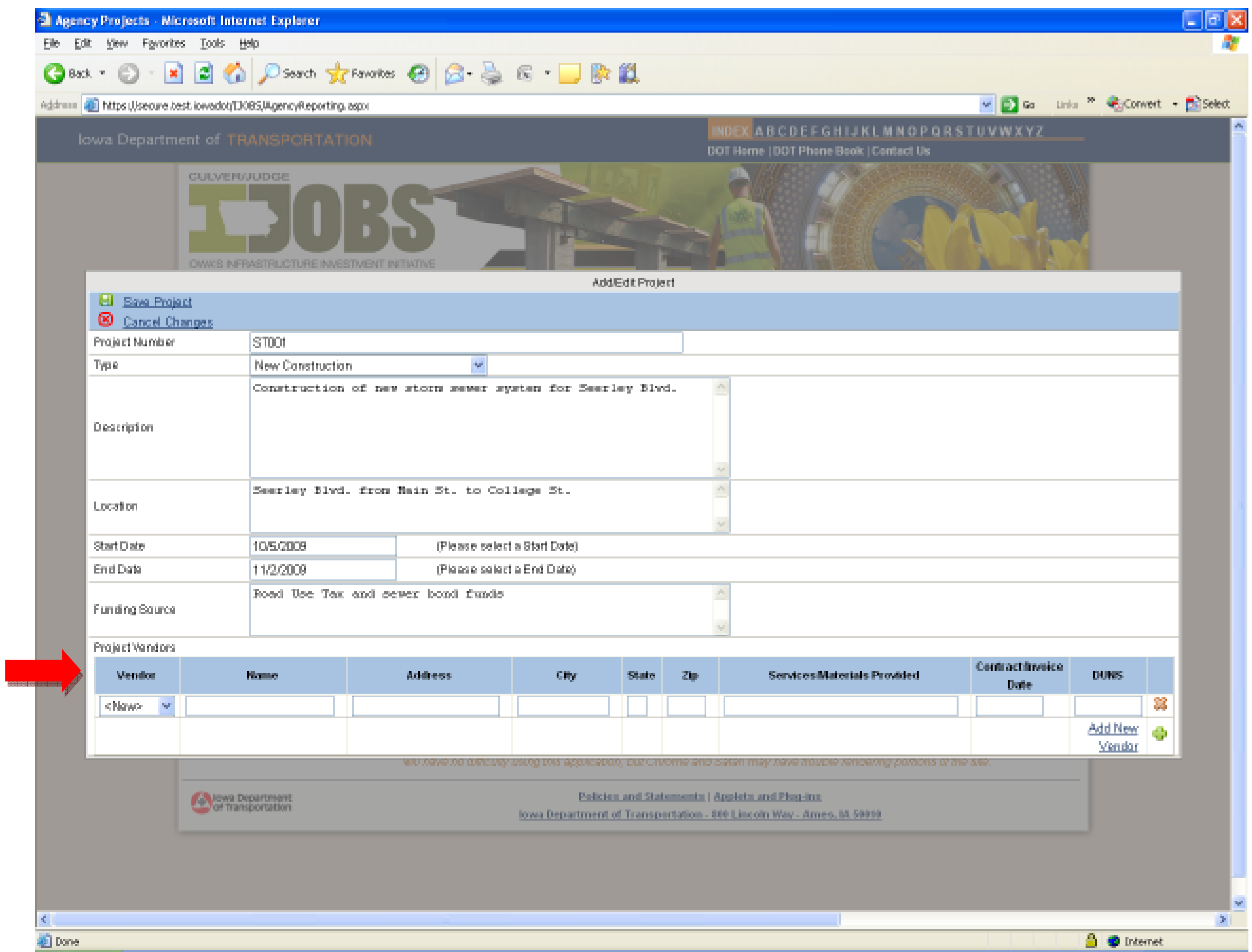
   Location: For new construction, reconstruction, repair and maintenance projects, describe the specific location where the physical work was or will be conducted. Include the route or street name and a beginning and ending location; for example: "Seerley Blvd from Main St to College St". For design or planning services enter the city where the design or planning firm is located. For material or equipment purchases enter the city where the materials or equipment purchased were located.

   Start Date: For new construction, reconstruction, repair and maintenance projects done by contract, and for design or planning services, enter the date the contract was signed. For work done by local agency forces, enter the date the work began. For purchases of equipment or materials, enter the date the purchase was made. To select a date, click in the text box and select a date from the calendar that appears.

End Date: If the project or activity is complete, enter the actual date the project or activity work was completed. If the project or activity is not complete, enter the estimated date of completion. For new construction, reconstruction, repair or maintenance projects, the project is considered complete when the work was accepted as complete by the contracting authority (for work done by contract) or the when all the major items of work were completed (for work done by city or county forces). For design or planning services, the project is considered complete when the project deliverables (final plans, study reports, etc.) were completed. For purchases of equipment or materials, the project is considered complete when the materials are delivered. To select a date, click in the text box and select a date from the calendar that appears.

Funding Source: For each project, list the funding sources used to finance the project. Provide a descriptive name of the local agency's fund(s) used to supplement the I-JOBS funds on this project. It is not necessary to identify your I-JOBS fund. Some fund name examples include: Road Use Tax Fund, Secondary Road Fund, Water and Sewer Fund, Drainage Fund, etc.

Project Vendors: For each contractor, consultant, equipment supplier, or materials supplier that was hired to complete the project or activity, enter the following information, by first clicking on the "Add New Vendor" link next to the Green "+" icon. After clicking the "Add New Vendor" link you screen should appear similar to the picture below.



Drop Down List: Select <New> if you have not entered this vendor before; otherwise you can select the name of a vendor you have previously entered in the drop down list in order to populate the vendor fields described below.

Name: Enter the legal name of the firm.

Address: Mailing address, city, state, and zip code of firm's headquarters street address. **Do not enter a Post Office Box number.**

For the remainder of the information, you may need to scroll to the right of box using the scroll controllers at the bottom of the screen.

DUNS No.: If available, enter the DUNS number for the firm. If you don't have the DUNS number, the zip code entered with the firm's address will be sufficient.

Description: Enter a brief description of the services, equipment or materials provided by the firm.

Contract/Invoice Date: Enter the date a contract was signed for work or material from the vendor. If there was no contract, enter the date work started with this vendor or the date material was purchased from this vendor. To select a date, click in the text box and select a date from the information calendar that appears.

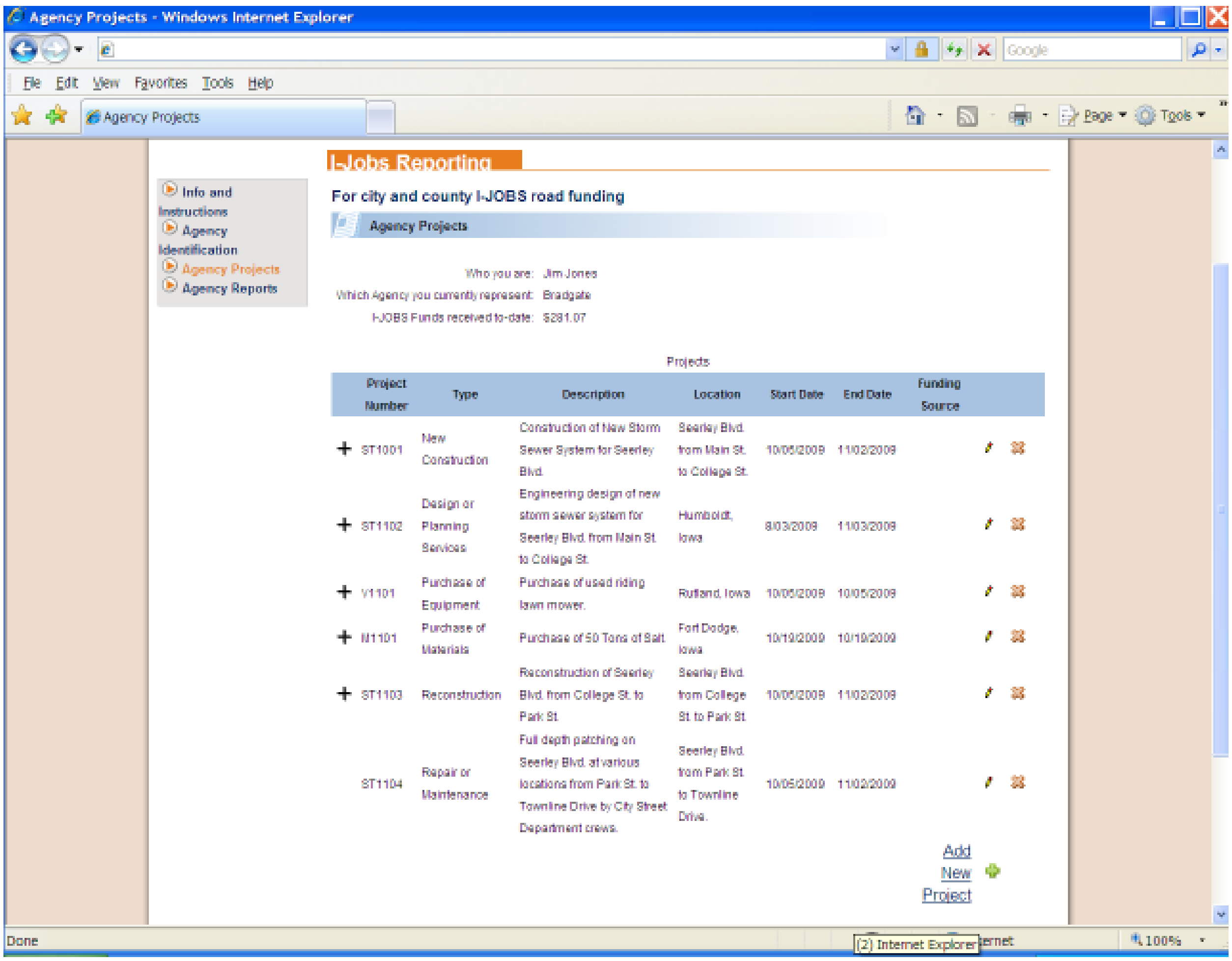
Red "X" Icon: This icon appears next to a vendor line after you have clicked on the green "+" icon to add a vendor's information to a project. Clicking on the red "X" icon will delete the vendor from the project.

5. When you are finished entering the project information, click on the “Save Project” link next to the green floppy disk icon in the upper left corner of the “Add / Edit Project” table. Click the “Cancel Changes” link next to the Red “X” icon in the same location if you do not wish to have changes to this project.

6. To add another new project, click on the “Add New Project” link or the green “+” icon.

7. To edit an existing project or activity, click on the yellow pencil icon on the row for that project or activity. Edit the fields as necessary using steps 1-5 above.

8. To delete a project or activity, click on the circle with a red “X” in it on the row for that project or activity.

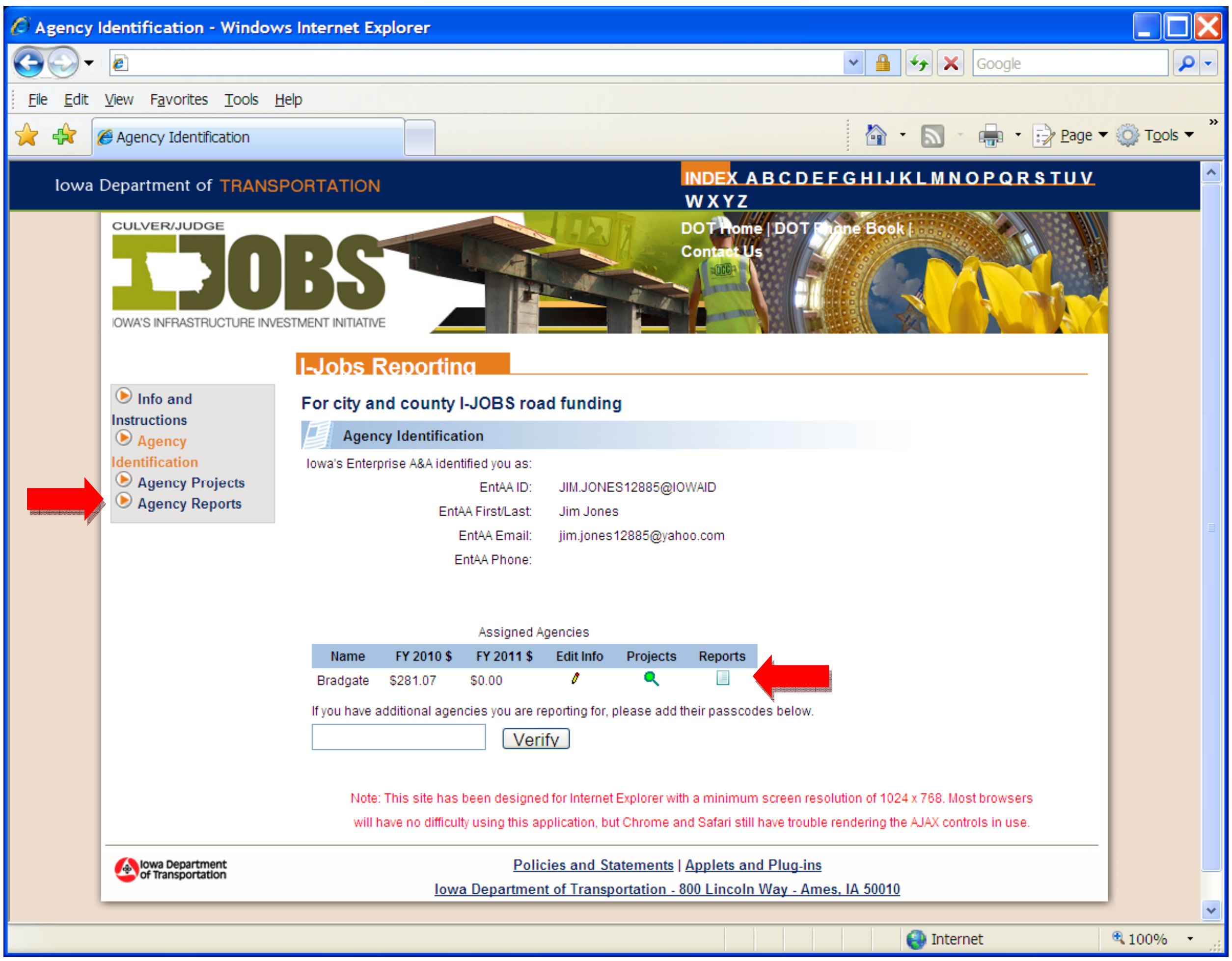


**Part 4 – Entering quarterly report information**

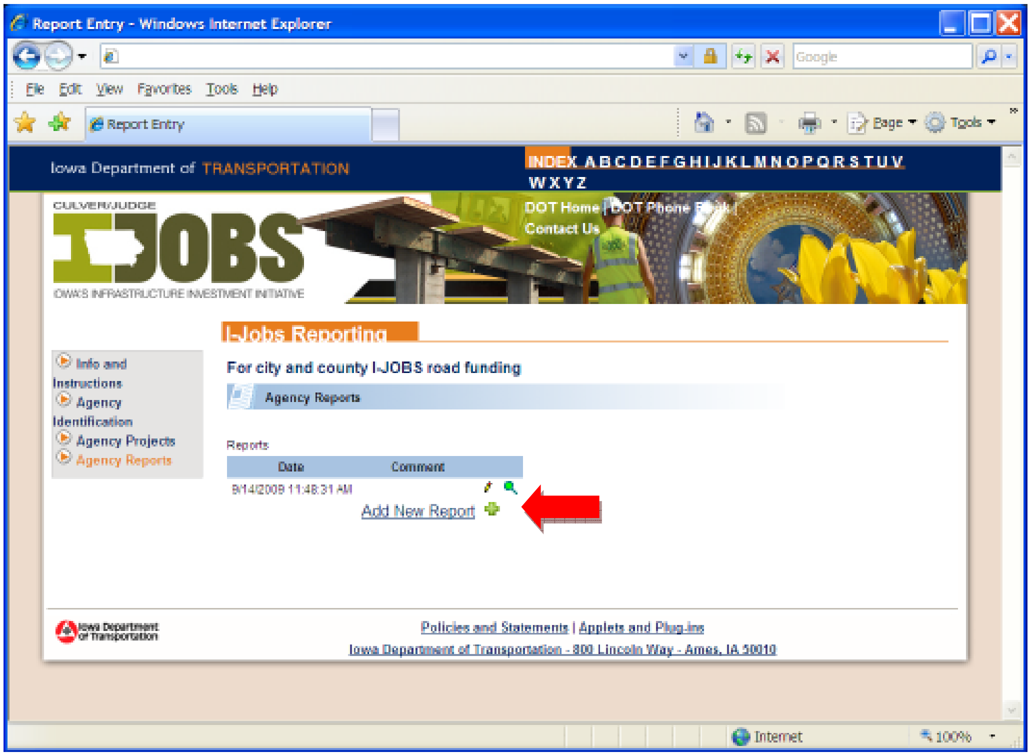
In this part, you will enter and update information concerning the status of projects or activities that your agency will complete with I-JOBS funds.

This information must be updated quarterly. However, once you report that the FY 2010 I-JOBS funds are expended and the projects funded with the 2010 I-JOBS funds are complete, the I-JOBS reporting requirement is suspended until you receive your FY 2011 disbursement. At that time, the I-JOBS reporting requirement resumes until all the I-JOBS funds have been expended all the projects funded with I-JOBS funds are complete. At that point, there is no further reporting requirement for I-JOBS.

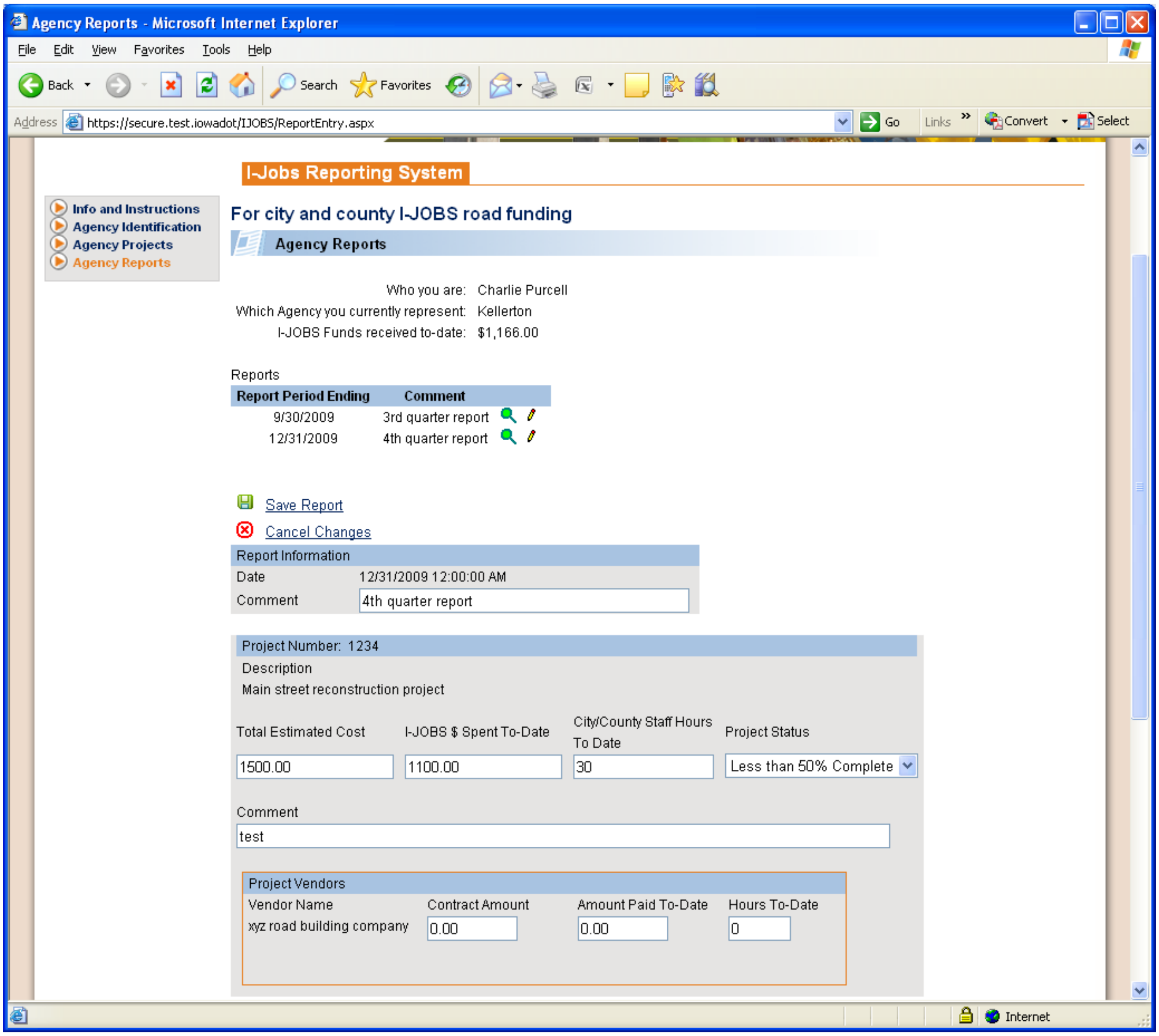
1. From the Agency Identification page, click on the document icon under the "Assigned Agencies" table near the bottom of the page. You may also click on the "Agency Reports" tab in the gray navigation menu on the left side of the web-page.



2. After clicking on the document icon a new Agency Reports screen will appear. To begin a new report, click on the "Add New Report" text or the green "+" icon.



3. After clicking on the “Add New Report” text or green “+” icon you will see a list of your agency’s projects that you previously entered on the Agency Projects page.




4. Complete the reporting fields as follows:

**Reporting Information Box**

Comment: Give a title to this report that matches the quarter you are reporting on, for example, “4th Quarter 2009".

**Project Information Box**

Total Estimated Cost: Enter the total estimated project costs. Update this value quarterly if needed. When you make the final report, this amount should match your final total project costs.

I-JOBS Funds Expended To-Date: Enter the total amount of I-JOBS funds expended to-date. This dollar amount should not exceed the total amount of I-JOBS funds **received** to-date. The fiscal year 2011 I-JOBS distribution cannot be reported on until it is received by your agency.

City / County Staff Hours To-Date: For city or county employees only, enter the total worked hours to-date on the project. For additional guidance, see the "Instructions for Reporting Hours" section below.

Project Status: Select the status of your I-JOBS project based on the total dollar amount spent versus the total project costs. Select "Not Started" if work on the project has not yet begun. If a project was planned and is canceled, select "Canceled".

Comment: Use this field to enter any additional comments that you may have about this project.

**Project Vendor Box**

Project Vendors are set up on the "Agency Projects" portion of the report. A project may have more than one vendor.

Contract Amount: Enter the total amount of compensation that will be paid to the vendor as agreed to in the contract with the vendor. If there is no contract, enter the total amount paid to the vendor. Do not limit this amount to I-JOBS funds paid to a vendor.

Amount Paid To-Date: Enter the total amount paid to-date to the vendor. Do not limit this amount to I-JOBS funds paid to a vendor.

Hours To-Date: For vendor employees only, enter the total worked hours to-date on the project. For additional guidance, see the "Instructions for Reporting Hours" section below.

**Instructions for Reporting Hours**

For agencies that received less than $25,000 of ARRA funds in their total FY 2010 I-JOBS distribution, reporting hours worked is encouraged, but not required. To determine how much ARRA funds your agency received, refer to the FY 2010 I-JOBS Distribution to Cities and Counties. Hours reported should be cumulative for the project. Depending on the type of project the hours reported will vary as follows:

New construction, reconstruction, repair, and maintenance: Report the actual number of hours all agency employees and any contractor and sub-contractor employees that worked directly on the project.

Design or Planning Services: Report the actual number of hours all agency employees and professional services employees and their sub-consultants that worked directly on the project.

Purchase of Equipment: If the equipment cost less than $5,000 or is standard or used equipment, hours do not need to be reported. If the equipment is custom made, report the actual number of vendor hours required to manufacture the equipment. Also include the hours worked by agency employees to specify, order, and take delivery of the equipment. Equipment is considered custom made if will be manufactured or extensively modified solely because your agency placed an order for it.

Examples of equipment that require hours worked to be reported include:

- New transit or school buses.
- Equipment that requires extensive modification before it can be placed into service, such as a bucket truck, dump truck, or snow plow.
- Equipment not in a standard inventory.

Examples of equipment that are exempt from reporting hours worked include:

- Standard lawn equipment.
- Equipment purchases that do not require extensive modification and are in a standard inventory.
- Used equipment.
- Any equipment costing less than $5,000.

<u>Purchase of Materials</u>: Report the number of hours worked by agency employees and any material suppliers directly related to the materials purchase. A material purchase is exempt from reporting hours worked if the purchase is less than $5,000 or is a material that exists in a standard material supplier's inventory.

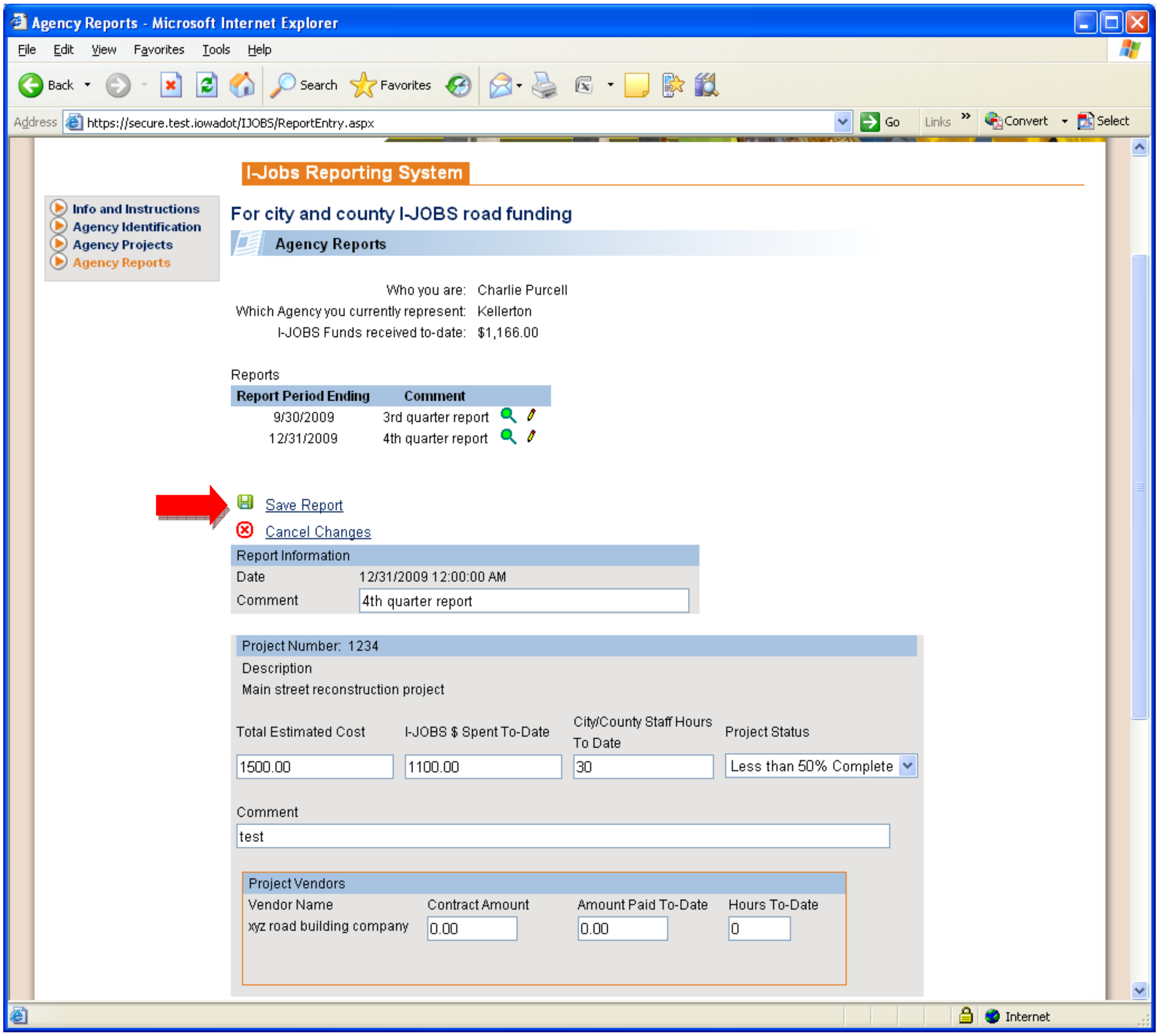
Examples of materials that require hours worked to be reported:

- Custom aggregate orders or an aggregate order that required the material to be mined after the order was placed.
- Fabrication or machining of custom parts.

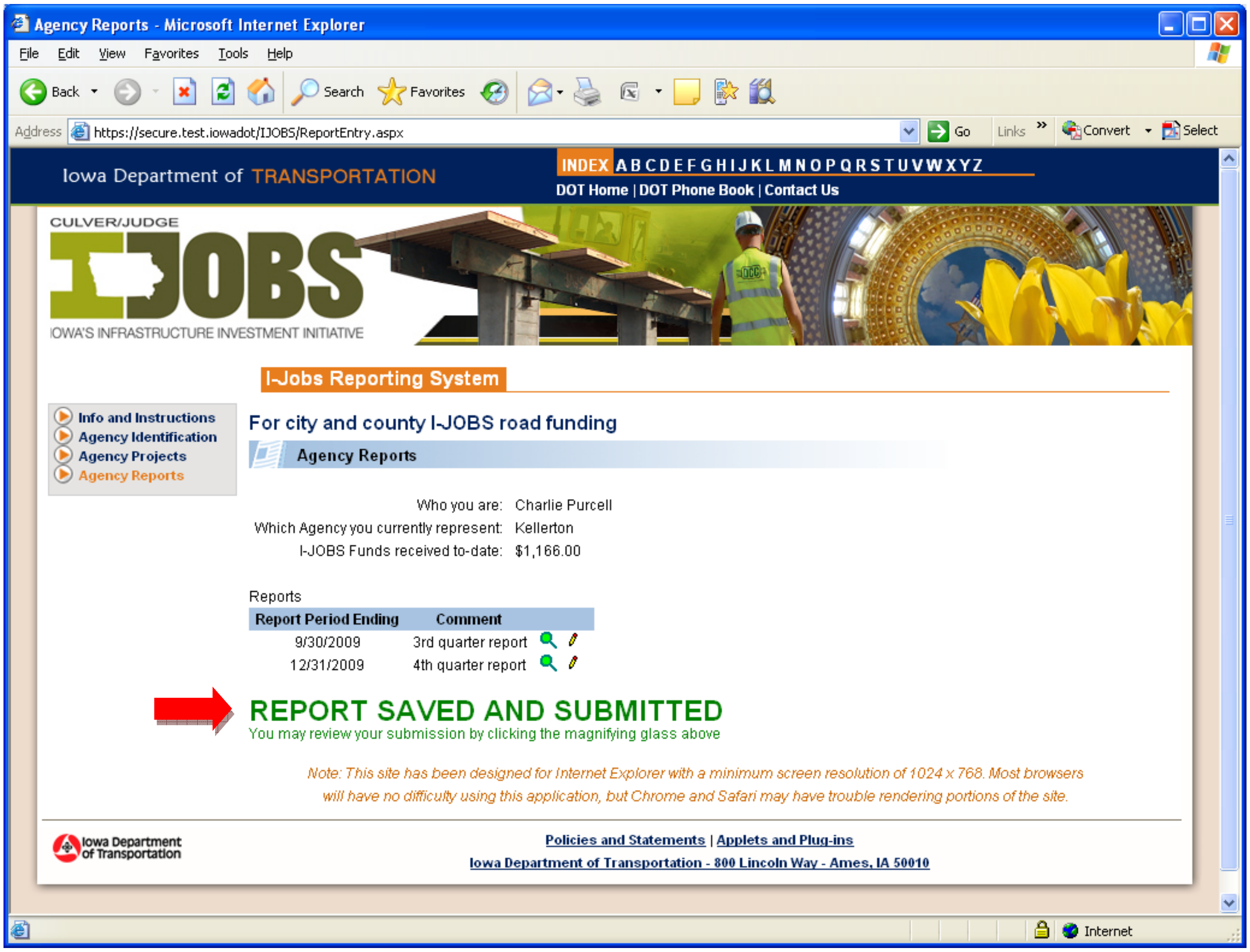
Examples of materials that are exempt from reporting hours worked:

- Used or stockpiled materials.
- Items found in a standard material supplier's inventory.
- Any materials costing less than $5,000.

5. When finished entering information for all projects, click on "Save Report" next to the green floppy disk item to save your work.



6. After saving your report, you will see the message, "REPORT SAVED AND SUBMITTED" in bold green letters.




7. To edit your information later, click on the yellow pencil icon. Edit as necessary by following Steps 1 – 5 above.

8. To review your report information, click on the green magnifying lens icon.

9. When you are finished, log out by closing your browser window. When it's time to enter the next quarterly report, click on "Add New Report" and repeat Steps 1 – 5 above as necessary.